

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: August 25, 2010

LEAVE ACCOUNTING LETTER #10-007  
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division

**RE: 2010 FURLOUGH PROGRAM**

Per the Department of Personnel Administration's (DPA) Personnel Management Liaisons (PML) Memo #2010-015, the State Controller's Office will again begin posting Furlough Hours to the California Leave Accounting System (CLAS) beginning with the August 2010 leave period.

The Furlough Hours - Earn (FH 05) transactions were posted to the August 2010 leave period on August 24, 2010. The mass update is being performed according to the criteria described in DPA's PML #2010-015, DPA's Pay Letter #10-16 and the CLAS Leave Letters #09-011 and #09-014.

Regarding the use of furlough in lieu of using sick leave, please use the Furlough Hours – Use (FH 01) transaction. The State Controller's Office will not be developing a transaction specific to the use of furlough in lieu of sick leave at this time.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:JMH:CLA